

**U. S. BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN**

# Career Opportunity Records Clerk - Temporary Bay City (1) and Flint (1)

Announcement Number 05-04

Closing Date: April 29, 2004

Locations: Bay City and Flint, MI

Depending on Qualifications -  
Salary-CL22/1

Bay City: \$22,046  
Flint: \$23,614



**U. S. BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN**

211 West Fort Street  
Suite 2100  
Detroit, Michigan 48226

MIEBJobs@mieb.uscourts.gov

The Records Clerk is primarily concerned with maintaining official records by filing court documents in the appropriate case file, sorting, classifying, retrieving case records, and general clerical work. This is a full-time, one year appointment, which includes benefits. Extension beyond one year is dependent upon funding, performance, and/or continuing need. This position reports to the Division Supervisor.

To qualify for this position, the applicant must have a high school diploma or equivalent. Candidates should be self motivated, reliable, have the ability to accurately handle a large volume of paperwork, move/lift boxes (25-35 lbs) and have good communication skills. Previous clerical experience is preferred.

To apply for this opportunity, please send or e-mail a cover letter, detailed resume with salary history, and two professional references on or before the closing date to **Human Resources** at the address listed to the left. E-Mail documents should be sent in Word, or WordPerfect format. Only those applicants selected for interview will be contacted.

**An Equal Opportunity / EDR Employer**

*All appointments subject to mandatory electronic funds transfer*